

HUMAN RESOURCES

JOB DESCRIPTION



JOB DETAILS

Job Title	Location
Cost Manager	Dubai, UAE
Department	Direct Reports
Building Consultancy	None
Reports to	Date Prepared
Head of Department	12/08/2018

JOB SUMMARY

The purpose of this position is to develop cost estimates in support of a project management delivery team/solution.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Key Tasks

- Prepare accurate and detailed construction cost estimates in a BOQ (Bill of Quantities) or similar format, from high-level conceptual design through final construction document completion. Support the Senior Cost Manager in the development of an overall Project Cost Plan.
- Research regional pricing of material and labor using published documents and market data. Produce detailed quantity take-offs using Auto-Cad and Cost X. Maintain cost benchmarking information as point of comparison to market data; adjust as necessary based on client attributes, market conditions, and project specifics.
- Interfaces directly with Clients or cost/project management team to define cost requirements and goals and issue recommendations as needed. Set up estimate work breakdown structure to align with budget and cost reporting system.
- Understand best practices in construction pricing and delivery methods; participate in design reviews and lead value engineering reviews to achieve budgetary goals. Work in partnership with engineering teams and participate in design and construction meetings to guide design solutions with cost efficiencies.
- Prepare detailed bid analysis and review sessions with project teams and senior management to validate a quantity record booklet (or equivalent) submitted by contractors/subcontractors. Perform peer review of estimates generated by other functional teams contributing to the project solution; issue recommendations and input for use on the project.
- Support the Project/Senior Cost Manager when reviewing and approving large change orders and the review of invoices submitted for review/approval during the project.
- Work with the Project Manager to produce monthly project reports on estimating activities. Implements cost documentation governance aligned with company and Client requirements. Ensure cost data integrity and documentation is accurate, timely, and coordinated. Implements communication plan for meetings and written reports/meeting minutes to keep client and cost resources informed.
- Tracks progress of each estimated costs against goals, objectives, approved budgets, approved timelines. Reports status and variances. Creates action plans to meet objectives, budget, and schedule.
- Implements change management processes during estimating/design period to assess change requests, make recommendations, secure client approvals, and issue change orders. Assesses change requests to determine impacts to scope, budget, schedule, quality, and risk.
- Demonstrates ability to identify cost risks, develop risk mitigation and contingency plans, and implement action plans to reduce or eliminate cost risks.

OTHER DUTIES AND RESPONSIBILITIES

Communication Skills

- Excellent written and verbal communication skills. Strong organizational and analytical skills. Ability to provide efficient, timely, reliable and courteous service to customers. Ability to effectively present information.

Financial Knowledge

- Requires knowledge of financial terms and principles. Ability to calculate intermediate figures such as percentages, discounts, and/or commissions. Conducts basic financial analysis.

Reasoning Ability

- Ability to understand and carry out general instructions in standard situations. Ability to solve problems in standard situations. Requires intermediate analytical and quantitative skills.

Other Skills and Abilities

- Intermediate skills with Microsoft Office Suite. Working knowledge in MS Project is helpful. Knowledge with estimating software such as OST preferred. Ability to read and understand architectural drawings. Knowledge of leases, contracts, and construction practices preferred.

Commitment to Values

Demonstrated ability to adhere to an organisational set of core values and act in line with those values. Our CBRE R.I.S.E. values:

RESPECT – Treat everyone with dignity, value their contributions, and help one another succeed.

INTEGRITY – Uphold the highest ethical standards in our business practices.

SERVICE – Dedicate ourselves to making a meaningful impact with our clients and in our communities.

EXCELLENCE – Aspire to be the best in everything we do and drive for continuous improvement.

RESPONSIBILITY

Supervisory Responsibility

- No formal supervisory responsibilities in this position.

Scope of Responsibility

- Decisions made with general understanding of procedures and company policies to achieve set results and deadlines. Errors in judgment may cause short-term impact to co-workers and supervisor.

EXPERIENCE AND QUALIFICATIONS

Qualifications	Bachelor's degree (BA/BS/BEng/BArch) from College or University in a technical area of study
Education and Experience	<ul style="list-style-type: none"> ■ Minimum 3 years of related experience and/or training ■ Consultancy background preferred
Certificates and/or Licenses	RICS (Royal Institute of Chartered Surveyors) or CIOB (Chartered Institute of Building) accreditation preferred
Languages	Fluency in English, verbal and written. Arabic and other languages are advantageous
Professional Certification/Licenses	UAE Driver's license (preferred)